**Career Cruising Website – How to Make a Resume Online**

1. Go to [www.careercruising.com](http://www.careercruising.com)
2. Type in the username and password.
   1. username: saintmichael
   2. password: mustangs
3. Log into your account using your OEN number as username and birthday as password.
   1. username: NCDSB-(OEN number)
   2. password: My birthday is October 21st, 1986 🡪 so my password is 10211986
4. Click on Resume Builder (on left).
5. Starting with Personal Profile (on left), begin to fill in your information so that the program can create your resume.
6. Remember to click SAVE whenever you’ve started or finished something.
7. Anytime along the way, or when you are finished, click on Format and View.
   1. Choose a resume style.
   2. Click on the selections to include in your resume. If you didn’t put anything in one of the sections, don’t include it.
8. ALWAYS CLICK PREVIEW RESUME.
9. Show me your preview of your resume when you’re done; I will check it over and see if you’ve missed anything.
10. When you are finished your good copy, you can click Print/Export.